

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) O/DDS&T
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		9
2 Drawer (free standing)		11
4 Drawer (correspondence)		17
5 Drawer (correspondence)		5
All purpose (with doors)		1
Map and Plan File		
Kardex (_____ Slides)		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		1
5 Drawer (correspondence)		
Map Cabinet Sections		5
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
Over File Storage Unit 36" x 20"		7

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	33"	14		36	
Tape shelves					
Conserv-A-File (roll out units)	36"	4 6	6 5	24 30	
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					
Wall type Book Cases (Executive)	72"	5	1	5	
	60"	2	2	4	

REMARKS:

Include number of secure and vault areas in which records are stored 3

STATINTL

7/28/73
DATE

SQUARE FOOTAGE OCCUPIED BY EQUIPMENT

<u>Equipment</u>	<u>Unit Sq. Ft.</u>	<u>Total Sq.Ft.</u>
✓Safe, 2 drawer (under desk)	10.0	90.0
✓Safe, 2 drawer (free standing)	10.0	110.0
✓Safe, 4 drawer (correspondence)	10.0	170.0
✓Safe, 5 drawer (correspondence)	10.0	50.0
✓Safe, All Purpose (with door)	10.2	10.2
✓Cabinet, Map (5 drawer sections)	32.5	32.5
Shelving, Conserv-a-file (legal size) 36" x 20"	12.7	127.0
Book Case Sections 33" x 13 1/8 "	6.4	89.6
	TOTAL	679.3

FILING EQUIPMENT INVENTORY
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TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS&T/ORD
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		43
2 Drawer (free standing)		40
4 Drawer (correspondence)		65
5 Drawer (correspondence)		11
All purpose (with doors)		2
Map and Plan File		
Kardex (_____ Slides)		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		
5 Drawer (correspondence)		4
Map Cabinet Sections		2
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
10 - Drawer Card (<u>4x6</u> size card; <u>24</u> inches per drawer)		1
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
10 drawer tab card size 20" per drawer		2
6 drawer tab card size 20" per drawer		1

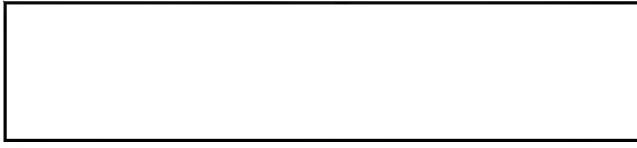
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SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type	36"	27	7	189	
Book Case Sections	33"	125	varied	382	
Tape shelves					
Conserv-A-File (roll out units)	36"	2	3	6	
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					
✓ 1 supply cabinet (used to store Disc paks)					

REMARKS:

Include number of secure and vault areas in which records are stored 4

STATINTL

7/28/73
DATE

SQUARE FOOTAGE OCCUPIED BY EQUIPMENT

<u>Equipment</u>	<u>Unit Sq.Ft.</u>	<u>Total Sq.Ft.</u>
✓ Safe, 2 drawer (under desk)	10.0	430.0
✓ Safe, 2 drawer (free standing)	10.0	400.0
✓ Safe, 4 drawer (correspondence)	10.0	650.0
✓ Safe, 5 drawer (correspondence)	10.0	110.0
✓ Safe, All Purpose (with door)	10.2	20.4
✓ Cabinet, 5 drawer (correspondence)	10.0	40.0
✓ Cabinet, Map (5 drawer sections)	32.5	32.5
✓ Cabinet, Supply	9.0	9.0
✓ Cabinet, Tab Card Size	4.6	13.8
✓ Cabinet, Safe-T-Stack	4.0	4.0
Shelving, Library	6.25	178.75
Conserv-a-file	12.7	25.4
Book Case Sections 33" x 13 1/8"	6.4	800.0
		<hr/>
	Total	2713.85

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS&T/OSA
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		87
2 Drawer (free standing)		1
4 Drawer (correspondence)		77
5 Drawer (correspondence)		5
All purpose (with doors)		2
Map and Plan File		
Kardex (17 Slides)		1
- Drawer Card (8 size card; _____ inches per drawer)		1
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)	<u>FOUR-DRAWER/FOUR COMBINATION MONETARY SAFE ASSIGNED TO</u>	
STAT	DISBURSING	1
CABINETS		TOTAL NO. OF CABINETS ON HAND
2 X Drawer (correspondence)		1
5 Drawer (correspondence)		4
Map Cabinet Sections		4
Map and Plan File		
Kardex (_____ Slides)		2
Safe-T-Stack Units		
10 - Drawer Card (3x5 size card; 48 inches per drawer)		2
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)	<u>LARGE SUPPLY CABINET</u>	
<u>SMALL (HALF-SIZE) SUPPLY CABINET</u>		3

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	30	2	18	36	90
Library type	36	1	3	3	9
Book Case Sections	31	72		72	186
Tape shelves	24	1	1	1	2
Conserv-A-File (roll out units)	39	10	60	60	195
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 5

STATINTL

22 June 1973

DATE